



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
 Highfield Park Visitor Centre
 Hill End Lane
 St Albans AL4 0RA

Village Office
 83 High Street
 Colney Heath
 Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

**MINUTES OF THE COLNEY HEATH PARISH COUNCIL
 FINANCE & GOVERNANCE COMMITTEE MEETING
 HELD THURSDAY 8 JULY 2021, 8pm AT COLNEY HEATH SCHOOL**

Members in attendance	
Cllr K Barnes Cllr P Cook Cllr J Mulroney (non-voting)	Cllr K Slaughter Cllr R Solts (Chairman) Clerk of the Council, Ms. L. Chaplin
Other attendees	
1 member of the public.	

FG-01	APOLOGIES & ANNOUNCEMENTS Cllr Brazier had sent her apologies as she was unwell. Apologies were noted and accepted.
FG-02	DECLARATIONS OF INTEREST a) Cllr Cook repeated from the previous meeting that his employment had recently changed this week and he would submit an updated form shortly. b) None received or noted - should these become apparent that they would be raised at the appropriate time in the agenda
FG-03	QUESTIONS FROM THE PUBLIC <i>8.04pm Standing Orders were suspended so members of the public could ask questions/make statements to the Committee.</i> There were no questions. <i>8.05pm Standing Orders were resumed</i>
FG-04	MINUTES OF THE PREVIOUS FINANCE COMMITTEE The minutes of the meeting held 4 February 2021 were noted as being presented to Full Council 25 February 2021 and recommendations were accepted. The minutes were accepted by the Committee as a true and accurate record this was unanimously RESOLVED by a show of hands.
FG-05	Q1 FINANCIAL REPORT AND POSITION The financial reports circulated were noted. The Councils financial position was where it was expected to be for the end of quarter one. There were no questions on the presented report. The ear marked reserves report was reviewed with each reserve being read out by the Chairman and confirmed. It was agreed that at the next meeting in October a further review would be carried out with some preparations for the 2022/23 budget.
FG-06	BANK & PAYMENT ARRANGEMENTS a) The current bank accounts were noted as Nat West Current Account, NatWest Reserve Account, Metro Bank account and Unity Bank current account. It was recommended that the Clerk be given delegated authority to close the Nat West current account transferring all payments, standing orders, direct debits, and income to the Unity Bank, and ensuring that each of the reserve accounts being Nat West Reserve and the Metro bank both contained no more than £85,000 with the remainder being placed in Unity bank. This was duly proposed, seconded, and unanimously RESOLVED by a show of hands. This would be carried out by the end of the next quarter.



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	<p>b) The recommendation from the HR Committee to outsource the entire payroll including the management and issue of payslips was noted to be implemented for August payroll. The increase in admin fees of £500 was also noted but also the reduction in staff hours to make the decision cost neutral.</p>
<p>FG-07</p>	<p>POLICY REVIEW</p> <p>a) The list of policies were noted and this would be updated and placed on the website in due course.</p> <p>b) The Communications Policy was noted as drafted and the following changes were requested:</p> <ul style="list-style-type: none"> • 3.1 Reinforce the role of the Clerk/Proper Officer • 3.2 include where appropriate the matter may be escalated to District, County, or relevant body • Add in the word refrained in the 'use of mobile phones' section • Remove words after employee on page 6. • Check the pixelated logo • Executive summary/article for the next newsletter <p>It was duly proposed, seconded unanimously RESOLVED by a show of hands that subject to the changes being made on the draft that the communications policy be adopted, placed on the website and reviewed in 2 years.</p>
<p>FG-08</p>	<p>LEGAL & LANDOWNER MATTERS</p> <p>a) Land Marketing Reports The reports confidentially circulated to members of the Committee were noted. It was duly proposed, seconded, and unanimously RESOLVED that the marketing reports would now be submitted to Council for a decision on whether the land would be sold. The reports would be confidentially circulated to all councillors as commercially confidential, but it was hoped that any discussion in Council could be held in public session as much as possible.</p> <p>b) Village Parish Office eviction There was an update on the position after a meeting with the solicitor. It was reconfirmed that the Clerk held delegated authority to proceed with this matter on behalf of Council. There was a need for further expenditure to meet with the solicitor and a without prejudice meeting was agreed between the legal team of both parties. A further budget of £750 would be allocated from the ear marked reserves for legal costs. In the event the Council were evicted the office content's location was discussed and the Clerk will plan for every eventuality.</p> <p>c) Other legal matters Committee received and update on other legal matters including:</p> <ul style="list-style-type: none"> • CHFC Lease - meeting taking place this week, area has been mapped for lease negotiation and this will be shared in advance of the meeting. • Roestock Hut – a feasibility study has been carried out and this will go to Council for decision on funding and moving forward. A meeting was held with Daisy Cooper MP, and this was very productive and useful. • Old Air Raid Shelter – funds have been received but there has been no order either received or lodged with the Lands Tribunal, this will be pursued to bring this matter to a close. • Money Claim – no further update to report at this stage • Accessway – the height restrictor and new gate will be installed 21st July 2021.



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FG-09	ITEMS DELEGATED TO THE COMMITTEE FROM COUNCIL a) Noticeboards Council referred to Committee to look at costs and locations for a new noticeboard particularly in the Smallford/Sleapshyde area. It was agreed that Smallford Residents Association would be approached for their comments on the benefit and location of any new board. b) Community Bus The Committee wished to continue to provide a service, but it was suggested in order to reduce costs bookings could be managed from the Parish Office. The Clerk would need to liaise with the admin staff and review who would take this over. It was duly proposed, seconded unanimously RESOLVED by a show of hands that the Clerk be given delegated authority to liaise to recommence the community bus service from September/October at an increased cost of £3 up from £2 and that the bookings were made via the Parish Office. DBS checks would be required for all drivers and volunteers.
FG-10	QUESTIONS FROM THE PUBLIC <i>9.20pm Standing Orders were suspended so members of the public could ask questions/make statements to the Committee.</i> <ul style="list-style-type: none">• Member of the Charles Morris Hall management committee commented on the communications policy and some responses received from former serving parish councillors.• There was an offer to place notices on the Charles Morris Hall notice board.• Notice of tarmac being laid at the Hill End Lane side of Highfield Park next week to enhance the pathways. <i>9.22pm Standing Orders were resumed</i> The Chairman thanked all for their attendance and closed the meeting at 9.23pm

Meeting closed at 9.23pm

L Chaplin LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 15/07/2021

Approved and accepted by Full Council 22/07/2021

To be resolved by Committee 07/10/2021